

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NLI1413

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Establishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	6. OPM Certification No.	
	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13. Competitive Level Code 1177	14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Workforce Operations Specialist	GS	301	11	EW	7/1/99
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision Chief of Staff
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision Human Resource Management Division, (CSH)
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision

Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor E. FRED WHITAKER, Chief, Human Resource Management	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: 	Signature:
Date: 7/1/99	Date:

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
USOPM PCS for GS-343, (TS-98) 8/90. USOPM PCS for GS-235, (TS-4) 4/71. Admin Anal GEG, (TS-98) 8/90
USOPM PCS FOR GS-301 (TS-34) 11/79

24. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL.

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

This position is located in Human Resource Management Division, within the, Chief of Staff, of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Material Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulation and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle to grave live acquisition process. The Commander centrally directs coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

1. Provides advice and guidance to the supervisor and management within the command and to staff members in the operation, and use of the PERSACTION automated system regarding capabilities available within the system to assist them in management responsibilities. Prepares and coordinates operating instructions. Analyzes and interprets higher echelon procedures as they affect personnel operations; develops and implements procedures to accomplish command-wide objectives. Coordinates daily processing and PPI action processing of PERSACTION.

- Supports the division by responding to questions within the personnel staffing area of personnel management. Conducts regulatory research to support responses. Analyzes, assists and prepares with reorganizations or projects, actions and reports. Gathers, reviews, consolidates and prepares required paperwork associated with a variety of actions, ranging in difficulty from routine to complex in nature. Secures necessary information and resolves discrepancies on actions with organizational contacts. Reviews, assures timely processing and resolves problems associated with requests for personnel actions. Provides advice and assistance to serviced activities.

25%

2. Administers programs concerning Personnel Recruitment. Researches and analyzes new and changing guidelines, regulations, and directives from higher echelon, and develops summary guidance on new or emerging trends, precedent decisions, or case law. Summaries are used by personnel in the Human Resource Management Division in performing personnel management work. Information is disseminated to employees, managers and management. Researches and interprets guidelines, regulations, and directives from higher echelon and provides guidance on regulatory and legal requirements related to complex cases in response to requests from management. Provides advice and guidance for resolution, prepares narrative reports to Document cases, cite regulatory references, and recommend action for resolution of problems. Provides advice and guidance on processing

personnel actions in an automated system to support staff assigned responsibilities for processing actions.

30%

3. Serves as STRICOM's Total Army Personnel Evaluation System (TAPES) Coordinator. Develops and publishes program guidance for use by all levels of management. Prepares reports and performs analysis of the Performance Appraisal and Monetary Award programs. Advises employees, supervisors and managers regarding policies and procedures, ensures that required documentation meets regulatory requirements, evaluates program and recommends changes as needed. Evaluates program with regard to resource utilization and effectiveness.

20%

4. Serves as Incentive Awards Administrator. Screens employee recognition award justifications for factual documentation and technical adequacy, recommends dollar amount based on local precedent and regulations, and prepares summary award description for publication. Advises supervisors and managers as to why program criteria are not met and/or availability of alternative form(s) of recognition suitable for the employee. Coordinates preparation of awards and ceremonies. Prepares and analyzes incentive awards reports as required. Monitors and serves as point of contact for the Army Ideas for Excellence Program (AIEP). Serves as liaison for STRICOM with AMC and provides guidance to employees and managers regarding the program, submission of ideas, and general scope of program coverage.

25%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION
LEVEL 1-7 - 1250 POINTS

Knowledge of Federal (OPM) personnel policies and practices including Department of Defense (DOD) and Department of the Army (DA) regulations to advise the command on personnel staffing and related issues.

Ability to conduct workload based studies in order to determine, justify, and defend the command's manpower needs.

Knowledge of a variety of personnel and policy issues as they relate to STRICOM's Total Army Personnel Evaluation System (TAPES), Monetary Award Program, Army Ideas for Excellence Program (AIEP), and Incentive Awards procedures and processes to advise management regarding appropriate employment policies.

Oral communication skills sufficient to give briefings, provide advice and consultation, technical information and services to a broad range of internal and external customers.

Written communication skills adequate to prepare technical correspondence addressing manpower and strength levels, adverse or disciplinary actions, narratives or provide input to standard operating procedures.

Ability to function effectively as a member of a team comprised of nontraditional occupational series providing workforce operations and personnel services within a joint Army/Navy environment.

Ability to establish and maintain effective working relationships with management, employees, customers, coworkers and the general public as required.

Ability to establish priorities, organize work and react appropriately to changing demands.

FACTOR 2, SUPERVISORY CONTROLS - LEVEL 2-4 - 450 PTS

Incumbent works under general supervision of the Chief of the Human Resource Management Division. Assignments are given orally and in writing in the form of ongoing requirements and suspense actions. Work is also generated by the receipt of SF-52s from serviced organizations. The supervisor is kept informed of controversial actions and consulted when decisions may potentially impact current policy/procedures or gain command wide attention. Work is reviewed in terms of effectiveness of manpower and personnel support provided to customers and occasional programmatic reviews for adherence to regulatory guidance and local procedures.

FACTOR 3, GUIDELINES - LEVEL 3-3 - 275 PTS

Guidelines include a full range of OPM, DOD, DA and local regulations and policies. Guidelines also include higher headquarters directives, case law, public law and statutes, Comptroller General Decisions and other evolving publications that require research and interpretation to apply to individual situations and cases.

FACTOR 4, COMPLEXITY - LEVEL 4-4 - 225 PTS

Duties of the position require analysis for innovative problem solving of a variety of organizational requirements. Laws and regulations are dynamic and demand extensive attention to detail. Problems solved involve strength management, performance management issues, career management, morale, discrimination, fraud, mental, and other issues that have profound impact on serviced personnel.

FACTOR 5, SCOPE AND EFFECT - LEVEL 5-4 - 225 PTS

Work involves human resource management of the command and ultimately affects the organization's ability to accomplish its mission. Advice and information given by the specialist impacts resource decisions made by

activity executives as well as the morale and well being of the entire command.

FACTORS 6/7. PERSONAL CONTACTS/PURPOSE OF CONTACTS

LEVEL 3-B - 110 PTS

Contacts include STRICOM's serviced population, command levels, specialists and analysts at other DOD activities and all levels of management within the command. Other contacts may include academia, representatives of other federal agencies and private industry. Purpose of contacts is to provide advice and exchange information, make recommendations and explain technical information regarding manpower and personnel issues.

FACTOR 8, PHYSICAL DEMANDS - LEVEL 8-1 - 5 PTS

The work is primarily sedentary.

FACTOR 9, WORK ENVIRONMENT - LEVEL 9-1 - 5 PTS

Work is performed in a typical office setting.